Quickscore Version 3.2
Tips for Users

The following topics provide tips for using the most recent version of the HRS Quickscore tool. These tips are based on common questions and clarifications identified by users and Quickscore Helpline staff.

Choose Site and Scenario Names Carefully – Avoid Using Special Characters

When choosing site and scenario names it is a good practice to keep the names short and descriptive and to avoid the use of special characters (e.g., #, @ , ", $, ( ), %). This will help when trying to print final scoresheets. Microsoft Word does not allow for certain special characters in the file name and this can cause the print function to take longer than necessary or to "hang-up". The quotation symbol (") and the dollar sign ($) in the site or scenario name will prohibit final scoresheets from printing.

Create Multiple Scenarios for the Same Site

Quickscore allows you to create multiple scenarios for a single site. Once the original site data has been entered, press "Create New Scenario," select the site you wish to create the new scenario for from the drop down list. Press "OK" and you will see the Site/Scenario Information tab populated with information about the site you choose. You need to fill in your Scenario Name and then you can continue filling in source and pathway information.

Delete a Site/Scenario

To delete a site, open the site you wish to delete. On the Site/Scenario Information page you will see a "Delete" button at the bottom of the page, press this. You will receive a confirmation window, if you wish to delete this site, press "Yes" this will remove the site and all information associated with it.

Sharing Quickscore Files – Exporting and Importing

Export: If you have a site/scenario that you wish to share with someone else via email or other file sharing mechanism, first create a new folder on your computer to export your file to. Please note that the **export will overwrite other Quickscore site/scenario files** in that folder so you need a new folder for each site/scenario you wish to export. Open Quickscore and press "Export" from the Action Toolbar. In Step 1, select the site/scenario you wish to export from the pop-up box. Under Step 2, press "Browse" button and navigate to the folder you created for exporting and press "OK." After the export pop-up box closes, your site/scenario has been successfully exported. There will be two files with ".xml" extensions. These two files contain the information for your site. If you wish to transfer these files to others, please be sure to include both .xml files. **Import:** To import a file, open Quickscore and press the "Import" link from the Action Toolbar and then press "Browse" in the Import pop-up box to locate the folder that has the site/scenario information you wish to import. Press "OK" after the Import pop-up box closes your site/scenario has been successfully imported and should appear in Quickscore.

Use the Scratch Pad for Factor-Specific and Other Notes

To access the Scratch Pad press the pencil icon on the right side of any screen. A Scratch Pad window will then open. The note "Pathway/Sources" dropdown will be pre- populated with the screen you were on when you pressed the icon. Click in the box next to Add Note **TWICE** and type your note and reference information. After you have entered this note, press the "New Note" button to save the note. Repeat these steps until you have all of your notes entered**. Notes will only be saved if you press the "New Note" button and then the "Save & Close" button.** You can also edit and delete your notes from this window. The Scratch Pad is a way to track information and data that is relevant to your site but is not included in factor values. It is also a method for noting references citations.

Print HRS Scoresheets for a Site/Scenario

To print final scoresheets select "Print" from the Action Toolbar and then choose "Final Scoresheets." From the pop-up window, choose the site/scenario name you wish to print. If you have notes in the scratch pad that you would like to print, select that box as well, then press "OK." In a few seconds, Microsoft Word will open with a new file containing your final scoresheets. You can now print, save and/or edit the scoresheets using Microsoft Word. If the scoresheets do not print after a minute or two, close the window, exit Quickscore and try the process again. If scoresheets still do not print, contact the Quickscore Helpline.

Updating SCDM Values NEW!

Upon opening Quickscore the application will automatically check to see if updated values are available for SCDM. If new values are available users will see "Updates Available" above the new "Update SCDM Values" button. It is recommended that the users update the new SCDM values as soon as notified to prevent incorrect HRS scores. Users can also force an update at any time by selecting "Update SCDM Values" on the Quickscore Home page. The date SCDM values are current will be displayed on the Quickscore Home page. Please note you do need an internet connection to update the SCDM values. You will get an error message requesting you try again later if for some reason Quickscore is unable to complete the update.

Issues with Updating SCDM Values NEW!

If you receive an error message when trying to update SCDM values follow the instructions included on the popup message and download the updated SCDM values from the website (https://www.epa.gov/file/scdm-values-quickscore). Then press the "Manual Update" button and navigate to the downloaded SCDM values. You should see and "Updated successfully" message if the update worked. If you continue to have issues, please contact the Quickscore Helpline.

Latitude/Longitude REVISED!

Coordinates should be entered using decimal degree (DD) formats, rather than degree/minute/seconds (DMS). This change was made to comply with the Superfund Program's geospatial data requirements. Please enter coordinates in decimal degrees with four significant digits at a minimum. Note, except for certain territories in the Pacific Ocean, all sites in the U.S. states and territories are located within the northern and western hemispheres and will have a positive latitude sign and a negative longitude sign. The coordinate signs should be changed as necessary for sites in the southern and/or eastern hemispheres.

Enter Hazardous Substances using SCDM

Hazardous substances are entered in the Source Information tab of Quickscore 3.2 (Step in two ways: (1) entering hazardous substances attributable to a source; and (2) entering hazardous substances attributable to the site, but the specific source of origin is unknown or cannot be determined with certainty. In the Step 4 box, press the "Associate Substance" button and a SCDM pop-up window will open revealing a list of SCDM substances on the left and two windows on the right. You can scroll down the list or begin typing the substance name in the "Look up by substance name" pull down or type the CAS number in the "Look up by CAS Number" pull down. After you find the hazardous substance, highlight it by clicking on it, then press the arrow either pointing toward the "Substance(s) Associated with a Source" window or the "Substance(s) Associated with this Site, but the specific source cannot be determined See HRS Section 2.2.2." Repeat this process for all the hazardous substances in that source and for all substances attributable to the site, but with an unknown source. When finished press the "Add Substances(s)" button. You will then return to the Source Information page and you should see the hazardous substances you selected in the Step 4 box. Please note that if you associated the hazardous substance with the site, it will have an asterisk (*) beside it and this substance will appear in all of your sources for this site.

Remove Hazardous Substances from a Source or Pathway

If you would like to see how your site scores without a previously entered hazardous substance, you will need to remove the substance from the Source Information tab (substances cannot be added or removed from the Pathway tabs). Navigate to Step 4 of the Source Information tab and press the "Associate Substance" button. Select the substance you wish to remove in either the "Substance(s) Associated with a Source" window or the "Substance(s) Associated with this Site, but the specific source cannot be determined See HRS Section 2.2.2." window and press the "Remove from List" button, repeat this step until you have removed all the substances you wish to remove **then press the "Add Substance(s)" button** to return to the Source Information page, the hazardous substance(s) you selected should be removed. You will need to repeat this process for each source that contains the substances to be removed.

Adding User Defined Substances

This feature allows users to create and use substances not in SCDM. In addition to substances contained within SCDM, users can now enter "User Defined" substances. This feature accommodates substances which are not included in SCDM; instances where new substances are added to SCDM but Quickscore has not yet been updated to include them; and situations where a set of values have changed for a SCDM substance but Quickscore has not yet been modified for the changes.

The "User Defined" screen works much the same way as the SCDM screen. After selecting the "User Defined" tab, the user enters the chemical name (the CAS Number will be default "User Defined"). After entering the new substance name, the user will then use drop down windows to assign toxicity, mobility, persistence and other factor values. *Please note a chemical name and toxicity is required before a new substance can be saved.* After entering your substance and associated factor values, press the "Save to Table Below" button and the substance will be available to be used for scoring sites within Quickscore. Users can add

user defined substances to sources and/or the site the same way SCDM substances are added, see above. A marker/indicator of "UD" will be added to show the user which substances and values are user defined.

Editing User Defined Substances

You can edit values entered for a previously saved "user defined" substance from the "User Defined" tab highlight the substance you wish to edit and press the "Load To Editor" button and the substance and associated values will populate the top portion of the screen and allow the user to make changes to any of the values they choose. After you are finished editing click on the "Save to Table Below" button and the new information will population the table.

View SCDM Values

If you need to check SCDM values, the best way to do this is to visit the Superfund Chemical Data Matrix (SCDM) Query website. This website allows you to easily query SCDM and generate a list of the corresponding Hazardous Ranking System (HRS) factor values, benchmarks, and data elements that you need. If you have questions regarding SCDM please visit the SCDM website.

Cannot Select Hazardous Substance in the Pathways

If you have entered hazardous substances in the Source Information tab but they do not appear in a pathway when you press the "Assign …." button, it is likely that you forgot to complete Step 3 on the Source Information tab. Step 3 on the Source Information tab determines which pathways source hazardous substances are available to migrate to. Double check that you have checked the pathway you were trying to assign mobility, persistence and bioaccumulation for. Please note that the Soil Exposure and Subsurface Intrusion pathway is a little different because of Areas of Observed Contamination (AOCs), Areas of Exposure (AOEs), and Areas of Subsurface Contamination (ASCs). You will need to enter your hazardous substances separately for the Soil Exposure and Subsurface Intrusion pathway on the AOC, AOE, or ASC tab of that pathway (coincidentally, also Step 3).

Assign Mobility or Persistence or Other Pathway Specific Waste Characteristics Values

Each pathway has an "Assign…" button within the Waste Characteristics section of the pathway scoresheet. This button is used to assign pathway-specific values to hazardous substances entered for the sources that are available to that pathway. To assign toxicity, mobility, persistence, bioaccumulation, etc. from a pathway page, press the "Assign ….." button and a pop-up window will then appear. This window allows you to choose the substance and then assign pathway-specific values to for that substance**. You may select multiple substances that have the same values by holding the "Ctrl" key while selecting the substances; all those substances will then be assigned the same values.** Press "Save & Return to the Scoresheet" to save your entries and populate the waste characteristics factor values. Note: In the window showing the substances, the same substance will appear multiple times if it was entered in multiple sources. There is no need to be concerned if you see arsenic appearing 3 times, if you have it in 3 different sources. That substance will be assigned the same value for all instances.

Enter Targets Data Differently for Actual and Potential Contamination:

Level I and Level II Concentrations: For targets subjected to Level I and Level II contamination, enter in the number of targets (e.g., number of people, wetlands length points, etc.) for each contamination level, Quickscore will automatically multiply by the correct level multiplier (1 or 10).

Potential Contamination: To enter targets subjected to Potential Contamination you first need to determine the distance- or dilution-weighted potential contamination factor value using the Weighted Population tables in the HRS (Tables 3-12, 4-14, 5-10 and 6- 17), you can access these tables from Quickscore by selecting the blue text next to the entry line. Sum up your population in each distance or dilution category, then enter this value into Quickscore, the program will then multiply by the value by 1/10 (i.e., 0.1) to derive the correct factor value.

Entering Targets in the Subsurface Intrusion Component

Level I and Level II Concentrations: For targets subjected to Level I and Level II contamination, enter in the number of targets for each contamination level. Workers also need to be summed the appropriate divisor applied based on full or part-time status and included with Level I or Level II as appropriate. Quickscore will automatically multiply by the correct level multiplier (1 or 10).

Population within Area(s) of Subsurface Contamination: Users first need to identify qualified structures in an ASC, sum the number of all individuals residing in or attending school, in the structure. Additionally count the number of full- or part-time workers regularly present in each structure and divide accordingly. Then determine the appropriate weighting factor value for each structure using Table 5–21 of the HRS. Sum the weighted population in all structures within the ASC and assign this sum as the population within an area of subsurface contamination factor value in Quickscore.

Using the Subsurface Intrusion Component

The Subsurface Intrusion (SsI) component has been added to Quickscore. Users can now enter information about the SsI component to be incorporated in the site score.

Entering Hazardous Waste Quantity for the Subsurface Intrusion Component

Hazardous waste quantity (HWQ) is entered on the Area of Exposure (AOE) and Area of Subsurface Contamination (ASC) information tabs. The total area or volume of the structures should be calculated and the user will need to apply the correct divisor from Table 5-19 and then enter that value for the specific AOE or ASC.

Use the "Calculate" Button When Values do not Change Immediately

While Quickscore saves information as you go, some of the functions do perform better if you press the "Calculate" button. This is particularly true when entering or revising HWQ values on the Source Information tab and after completing/revising pathway target data and waste characteristics data.

Additionally, the Site Score shown in the upper right hand corner will show a "0" until you navigate to the "Scenario Summary" summary screen and press the "Calculate" button.

Other Tips and Suggestions

- Fields with a * are required to be completed before the user can enter other data on that screen (site and scenario name, source name, a site and scenario name, aquifer name and watershed name are a few examples). Press "enter" or "tab" keys once you have typed a value in these fields to allow other values on that screen to be entered.
- Before you have entered any pathway information for a site/scenario, you can use the Scenario Summary page to enter pathway scores to see the resulting site score. This can be useful in determining the minimum pathway scores that yield a site score of greater than 28.50. **This function is disabled if you have entered any information in the pathway specific scoresheet.**
- For extremely long scenario descriptions it is recommended that you use the Scratch Pad function.
- The Print function does not send your files to a printer. It opens your scoresheets in Microsoft Word. Here you can edit, save or print the scoresheets.
- Blue Highlighted numbers on Quickscore screens are links to pages or tables in an electronic version of the HRS imbedded in the Quickscore Program. However, have a copy of the HRS and the HRS Guidance Manual nearby when entering data.
- You can access the full text of the HRS and the full Quickscore User's Guide from the "Quickscore Help" button.
- You can create a spreadsheet to track Potential and Population within Area(s) of Subsurface Contamination Target values.
- For technical questions related to Quickscore contact the Helpline using the contact information below.

If you have any questions or suggestions for Tips please contact the Helpline.

For further technical Quickscore support, contact:

Quickscore Helpline

Available weekdays, 9:00 - 5:30 EST

Phone: 703-284-6600

Email: Quickscore Technical Support (quickscore@gdit.com)